



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

Date: 10/29/14

Carisa Bartlett  
402 SE 3<sup>rd</sup> St  
Ankeny, IA 50021

Dear Carisa,

This letter is in regards to the 10/28/14 compliance check of your Category B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

☐ 110.5(1)k Fire and tornado drills are practiced monthly and documentation kept. (You need to record your monthly fire/tornado drills. I suggest using the Emergency Drill Record sheet I shared with you.)

☐ 110.5(1)n Has a minimum of one single-station, battery-operated, UL-approved smoke detector in each child-occupied room and at the top of every stairway. (You need to install a battery operated smoke detector in the 3 nap rooms on your main level.)

**110.5(2) A provider file is maintained and contains:**

☐ 110.5(2)d An individual file is maintained for each substitute and contains: (You need to apply to have your new substitute Beth added to your registration with appropriate background checks completed. I have included a change application with the address it needs to be mailed to. I can track this on our computer system to see that it is completed. You also need to establish a file for Beth which includes copies of her health statement, Mandatory Reporter training, and her CPR/First Aid.)

☐ 110.5(2)d A physician's signed statement of health of at the time of employment and at least every two years thereafter.

☐ 110.5(2)d Certification of two hours of approved training relating to identification and reporting of child abuse within 6 months of employment and repeated every 5 years.

☐ 110.5(2)d Certification in infant and child first aid that includes mouth-to-mouth resuscitation. If they are unable to locate first aid training that includes mouth-to-mouth resuscitation, they must complete both a first aid course and CPR.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration. **Please take whatever**

steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations on or before 12/17/14.

☒ Based on the items out of compliance listed above, a re-check or follow-up visit to your home is not necessary. However, it is essential you come into complete compliance with all Departmental regulatory mandates. **Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: 12/17/14.**

X

Signature

Date

Please call me if you have any further questions.

Sincerely,



Earl Crow  
Child Development Home Compliance Checks  
DHS, Story County  
(515) 268-7106

*C. Mark Chappelle*

Social Work Supervisor  
(515) 993-1705

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 1-800-722-7619.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC Professional Development.pdf](http://dhs.iowa.gov/sites/default/files/CC%20Professional%20Development.pdf) and you can sign up for training at <https://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).